

## **Community Infrastructure Levy (CIL)**

### **Form 8: Self Build Residential Annex Exemption Claim Form**

**Please note:** This 2018 version of the form should only be used for submissions relating to planning applications in Wales. There is an updated version of the form for use in England: [Download the latest version of the form](#)

An exemption for a self build residential annex must be granted prior to the commencement of the development AND a Commencement (of development) Notice must be received by the Charging/Collecting Authority prior to the date of commencement of the development. The applicant will otherwise be liable for the full levy charge.

Please complete the form using block capitals and black ink and send to the Charging Authority (or Collecting Authority if this differs from the Charging Authority).

See [Planning Practice Guidance for CIL](#) for guidance on CIL generally, including "relief from the Levy".

#### **Privacy Notice**

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Authority in accordance with the 'The Community Infrastructure Levy Regulations 2010 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it (unless you choose to upload it to any Planning Portal online service in agreement with the relevant terms and conditions). Any subsequent user of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority in agreement with the declaration section.

Upon receipt of this form and any subsequent information, it is the responsibility of the Local Authority to inform you of its obligations in regards to the processing of this information. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

#### **Section A: Claiming Exemption - General Information**

*To be completed by the individual(s) claiming the exemption.*

##### **Application Details:**

Applicant Name:

Planning Portal Reference (if applicable):

Local authority planning application number (if allocated):

Please provide the full postal address of the main dwelling (including postcode):

186 Aldwick Road  
Bognor Regis  
West Sussex  
PO21 2YQ

## Section B: Self build declaration

Please tick **ALL** boxes

I declare that the development is a residential annex within the definition in Regulation 42A(2)

I declare that, while I maintain my interest in the land, the main dwelling will remain a single dwelling, and the residential annex will not be separately let within the three year claw back period.

I declare that the main dwelling and the residential annex will be sold at the same time to the same person(s) if I dispose of my interest of the land within the three year claw back period.

I declare that the amount of de minimis State Aid received in the last 3 years prior to the submission of this application for relief is less than 200,000 Euro

I understand that my claim for exemption will lapse where development commences prior to the collecting authority informing me of its decision.

I understand that my claim for exemption will lapse where a commencement notice is not submitted to the levy collecting authority prior to the commencement of the chargeable development to which this exemption applies

I understand the meaning of a 'disqualifying event' for the purposes of a residential annex exemption (as defined in Regulation 42C) and that where a disqualifying event occurs I must inform the collecting authority within 14 days

*'Completion' for the purposes of CIL exemption is defined as the issuing of a compliance certificate for this development issued under either regulation 17 (completion certificates) of the Building Regulations 2010 or section 51 of the Building Act 1984 (final certificates).*

*Information about de minimis State Aid for the purposes of CIL exemption can be found here:*

<https://www.gov.uk/guidance/community-infrastructure-levy#state-aid-section>

Name- Claimant:

Sean Williamson

Date (DD/MM/YYYY):

20/01/2026

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

*On receipt of this application the collecting authority will make a decision on your claim as soon as practicable and inform the amount of CIL relief granted in writing. You **must** then submit a commencement notice to the collecting authority prior to starting work on site. Failure to do so will result in the CIL charge becoming payable in full.*